ST/IC/2009/1

United Nations

Index to administrative issuances

JANUARY 2009

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Introduction

1. The present index to administrative issuances lists in alphanumeric order by series symbol, together with date and subject matter, all issuances at United Nations Headquarters that were current as at 31 December 2008. It also includes a subject index and an alphabetical index. The index is issued annually.*

2. The index comprises the following sections:

(a) **ST/SGB/- series.** These bulletins promulgate regulations adopted by the General Assembly, establish financial rules, staff rules and the organizational structure of the Secretariat and contain important decisions of policy. They are issued by the Secretary-General and remain in effect from a given date until specifically amended or abolished;

(b) **ST/AI/- series.** These administrative instructions prescribe instructions and procedures for the implementation of Secretary-General's bulletins, and they also set forth office practices and procedures to be applied in more than one department of the Secretariat. These instructions remain in effect from a given date until specifically amended or abolished;

(c) **Subject and alphabetical indexes.** The subject and alphabetical indexes provide the information needed to locate issuances on specific subjects.

3. Copies of the index are available through official distribution. The index is also archived in the optical disk system, and is included in the Human Resources Handbook.

4. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Policy Support Unit, Division for Organizational Development, Office of Human Resources Management, room S-2590, United Nations, New York, NY 10017. They can also be sent by fax to 212-963-1068.

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* The index to information circulars is contained in ST/IC/2009/2.

1 January 2009

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A. Administrative issuances, by alphanumeric symbol

I. Issuances under Secretary-General's bulletin ST/SGB/1997/1*

1. Secretary-General's bulletins (ST/SGB/2008/1-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2008/1	1/1/08	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2007/1
ST/SGB/2008/2	1/1/08	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2007/2
ST/SGB/2008/3	1/1/08	Staff Rules - Rules 301.1 to 312.6 governing appointments for service of a limited duration	See also ST/AI/2001/2, as amended by ST/AI/2004/5 and ST/AI/2005/4
ST/SGB/2008/4	1/1/08	Staff Regulations	
ST/SGB/2008/5	11/2/08	Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority	See also ST/SGB/2008/14
ST/SGB/2008/6	28/4/08	United Nations Exhibits Committee	See also ST/AI/416 and ST/AI/2008/1
ST/SGB/2008/7	28/4/08	Organization of the United Nations Office at Nairobi	See also ST/SGB/1997/5 as amended by ST/SGB/2002/11, ST/SGB/2002/14 and ST/SGB/2006/13
ST/SGB/2008/8	27/6/08	Organization of the Office for Disarmament Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/9	27/6/08	Organization of the secretariat of the Economic Commission for Europe	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/10	1/7/08	Amendment to Secretary-General's bulletin ST/SGB/2005/4 on the Senior Review Group	See also ST/SGB/2005/4
ST/SGB/2008/11	1/8/08	Joint Negotiation Committee for the Field	
ST/SGB/2008/12	1/8/08	Departmental focal points for women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9

* On 1 June 1997 a new system for administrative issuances entered into force in accordance with Secretary-General's bulletin ST/SGB/1997/1.

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2008/13	1/8/08	Organization of the Office of Legal Affairs	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2008/14	27/10/08	Joint Harassment Prevention Boards	See also ST/SGB/2008/5

2. Secretary-General's bulletins (ST/SGB/2007/-)

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2007/1	1/1/07	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2005/1, ST/SGB/2006/1 and ST/SGB/2008/1
ST/SGB/2007/2	1/1/07	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2 and ST/SGB/2008/2
ST/SGB/2007/5	12/2/07	Record-keeping and the management of United Nations archives	See also ST/SGB/2004/15 and ST/SGB/2007/6
ST/SGB/2007/6	12/2/07	Information sensitivity, classification and handling	See also ST/SGB/2007/5
ST/SGB/2007/7	15/2/07	Organization of the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States	See also ST/SGB/1997/5 and ST/SGB/2002/11
ST/SGB/2007/9	15/6/07	Joint Negotiation Committee at Headquarters	
ST/SGB/2007/10	29/6/07	Records of the United Nations Compensation Commission	See also ST/SGB/2007/5 and ST/SGB/2007/6
ST/SGB/2007/11	30/11/07	United Nations system-wide application of ethics: separately administered organs and programmes	See also ST/SGB/2005/22 and ST/SGB/2005/21
ST/SGB/2007/12	1/12/07	HIV/AIDS in the Workplace Orientation Programme	See also ST/SGB/2003/18

3. Secretary-General's bulletins (ST/SGB/2006/-)

ST/SGB/2006/1	1/1/06	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2005/1, ST/SGB/2007/1 and ST/SGB/2008/1
ST/SGB/2006/2 and Corr.1	1/1/06 3/3/06	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2007/2 and ST/SGB/2008/2

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2006/5	22/3/06	Acceptance of pro bono goods and services	
ST/SGB/2006/6	10/4/06	Financial disclosure and declaration of interest statements	
ST/SGB/2006/7	31/5/06	Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/AI/2006/2
ST/SGB/2006/8	20/7/06	Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the Financial Regulations and Rules of the United Nations (series 100)	See also ST/SGB/2003/7
ST/SGB/2006/9	24/8/06	Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995	See also ST/SGB/280 and Amend.1
ST/SGB/2006/10	10/10/06	Establishment and operation of the Central Emergency Response Fund	See also ST/SGB/1997/1
ST/SGB/2006/13	1/12/06	Organization of the secretariat of the United Nations Environment Programme	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2008/7
ST/SGB/2006/14	8/12/06	Amendment to Secretary-General's bulletin ST/SGB/2005/16 on new mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/2005/16
ST/SGB/2006/15	26/12/06	Post-employment restrictions	
ST/SGB/2006/16 and Amend.1	22/12/06 26/9/08	Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme	

4. Secretary-General's bulletins (ST/SGB/2005/-)

ST/SGB/2005/1	1/1/05	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2004/1, ST/SGB/2006/1, ST/SGB/2007/1 and ST/SGB/2008/1
ST/SGB/2005/2	1/1/05	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2006/2, ST/SGB/2007/2 and ST/SGB/2008/2
ST/SGB/2005/4	28/2/05	Senior Review Group	See also ST/SGB/2008/10

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2005/7	13/4/05	Designation of staff members performing significant functions in the management of financial, human and physical resources	
ST/SGB/2005/8	13/4/05	Organization of the Department of Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/9	2/5/05	Organization of the Department for General Assembly and Conference Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/10	2/5/05	Establishment of a Senior Advisory Board on Services to the Public	
ST/SGB/2005/11	29/4/05	Organization of the Secretariat of the Economic and Social Commission for Asia and the Pacific	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/12	29/4/05	Organization of the Secretariat of the Economic Commission for Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2005/13	5/5/05	Management Performance Board	
ST/SGB/2005/15	24/5/05	Publications Board	
ST/SGB/2005/16	22/8/05	New mechanisms to strengthen the executive management of the United Nations Secretariat	See also ST/SGB/1997/5 and ST/SGB/2006/14
ST/SGB/2005/17	12/9/05	Integrity awareness initiative	
ST/SGB/2005/20	28/11/05	Prevention of workplace harassment, sexual harassment and abuse of authority	See also ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2005/21	19/12/05	Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations	
ST/SGB/2005/22	30/12/05	Ethics Office - establishment and terms of reference	
5. Secretary-General's bulletins (ST/SGB/2004/-)			
ST/SGB/2004/1 and Corr.1	1/1/04 27/4/04	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2003/1, ST/SGB/2005/1, ST/SGB/2006/1, ST/SGB/2007/1 and ST/SGB/2008/1
ST/SGB/2004/2	1/1/04	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2003/2 ST/SGB/2005/2, ST/SGB/2006/2, ST/SGB/2007/2, and ST/SGB/2008/2

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2004/5	15/3/04	Organization of the United Nations Office at Vienna	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2004/6
ST/SGB/2004/6	15/3/04	Organization of the United Nations Office on Drugs and Crime	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11, ST/SGB/2004/5, ST/SGB/240 and ST/SGB/388
ST/SGB/2004/8	7/4/04	Organization of the Office of Human Resources Management	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2004/9	1/6/04	Independent inquiry into the oil-for-food programme	
ST/SGB/2004/10	28/5/04	Authority of the United Nations Population Fund in matters relating to human resources	
ST/SGB/2004/11	9/8/04	Payment of insurance proceeds under the malicious acts insurance policy	
ST/SGB/2004/13	24/9/04	Personal status for purposes of United Nations entitlements	
ST/SGB/2004/15	29/11/04	Use of information and communication technology resources and data	

6. Secretary-General's bulletins (ST/SGB/2003/-)

ST/SGB/2003/1 and Corr.1 (French only)	1/1/03 6/3/03	Amendments to the 100 series of the Staff Rules (ST/SGB/2002/1)	See also ST/SGB/2002/1, as amended by ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1, ST/SGB/2007/1 and ST/SGB/2008/1
ST/SGB/2003/2	1/1/03	Amendments to the 200 series of the Staff Rules (ST/SGB/2002/2)	See also ST/SGB/2002/2, as amended by ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2, ST/SGB/2007/2 and ST/SGB/2008/2
ST/SGB/2003/4	24/1/03	Flexible working arrangements	
ST/SGB/2003/6	23/4/03	Office of the Special Adviser on Africa	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/7	9/5/03	Financial Regulations and Rules of the United Nations	See also ST/AI/2004/1
ST/SGB/2003/9	11/8/03	Non-smoking policy at United Nations Headquarters, New York	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2003/11	19/8/03	United Nations Nobel Peace Prize Memorial Fund	
ST/SGB/2003/13	9/10/03	Special measures for protection from sexual exploitation and sexual abuse	See also ST/SGB/1999/13, ST/SGB/2008/5 and ST/SGB/2008/14
ST/SGB/2003/14	25/10/03	Policy on breastfeeding	
ST/SGB/2003/16	21/11/03	Organization of the Office of Programme Planning, Budget and Accounts	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11
ST/SGB/2003/17	21/11/03	Information and Communications Technology Board	See also ST/AI/2005/10 and ST/SGB/2004/15
ST/SGB/2003/18	1/12/03	Policy on HIV/AIDS in the workplace	See also ST/SGB/1999/17 and ST/SGB/2007/12
ST/SGB/2003/19	9/12/03	Basic security in the field: staff safety, health and welfare (interactive online learning)	

7. Secretary-General's bulletins (ST/SGB/2002/-)

ST/SGB/2002/1 and Corr.1 (French only)	1/1/02 21/6/02	Staff Regulations of the United Nations and Staff Rules – 100.1 to 112.8	See also ST/SGB/2003/1, ST/SGB/2004/1 and Corr.1, ST/SGB/2005/1, ST/SGB/2006/1, ST/SGB/2007/1 and ST/SGB/2008/1
ST/SGB/2002/2	1/1/02	Staff Regulations of the United Nations and Staff Rules 200.1 to 212.7 applicable to technical assistance project personnel	See also ST/SGB/2003/2, ST/SGB/2004/2, ST/SGB/2005/2, ST/SGB/2006/2, ST/SGB/2007/2, and ST/SGB/2008/2
ST/SGB/2002/5	23/4/02	Introduction of a new staff selection system	See also ST/AI/2006/3
ST/SGB/2002/6	23/4/02	Central review bodies	
ST/SGB/2002/7	16/5/02	Organization of the Office of Internal Oversight Services	See also ST/SGB/273
ST/SGB/2002/8	5/6/02	Evacuation procedures for the United Nations Headquarters complex	
ST/SGB/2002/9	18/6/02	Regulations governing the status, basic rights and duties of officials other than Secretariat officials, and experts on mission	See also ST/SGB/2002/13
ST/SGB/2002/11	27/9/02	Amendment to Secretary-General's bulletin on the Organization of the Secretariat of the United Nations (ST/SGB/1997/5)	See also ST/SGB/1997/5, ST/SGB/2005/16 and ST/SGB/2006/14

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2002/12	15/10/02	Office of the Ombudsman - appointment and terms of reference of the Ombudsman	
ST/SGB/2002/13	1/11/02	Status, basic rights and duties of United Nations staff members	See also ST/SGB/2002/9
ST/SGB/2002/14	22/11/02	Organization of the secretariat of the United Nations Human Settlements Programme	See also ST/SGB/2008/7
ST/SGB/2002/15	3/12/02	Staff-Management Coordination Committee	
ST/SGB/2002/16	27/12/02	Organization of the secretariat of the Economic and Social Commission for Western Asia	
ST/SGB/2002/17	31/12/02	Amendment to the Secretary-General's bulletin on the implementation of the report of the Panel on United Nations Peace Operations - filling of new posts (ST/SGB/2001/4)	See also ST/SGB/2001/4
ST/SGB/2002/18	31/12/02	New nomenclature for staff of the United Nations	
8. Secretary-General's bulletins (ST/SGB/2001/-)			
ST/SGB/2001/4	12/4/01	Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts	See also ST/SGB/2002/17
ST/SGB/2001/7	28/8/01	Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements	
9. Secretary-General's bulletins (ST/SGB/2000/-)			
ST/SGB/2000/4	24/1/00	Organization of the United Nations Office at Geneva	
ST/SGB/2000/5	7/2/00	Organization of the secretariat of the Economic Commission for Latin America and the Caribbean	
ST/SGB/2000/6	17/2/00	Organization of the United Nations Relief and Works Agency for Palestine Refugees in the Near East	
ST/SGB/2000/8	19/4/00	Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/2000/9	15/5/00	Functions and organization of the Department of Peacekeeping Operations	
ST/SGB/2000/10	15/5/00	Organization of the Department of Political Affairs	
ST/SGB/2000/11	22/5/00	Visa Committee	
ST/SGB/2000/15	1/12/00	Regulations for the United Nations Dag Hammarskjöld Medal	See also ST/SGB/119 and Amend.1
ST/SGB/2000/16	13/12/00	Abolition of obsolete administrative issuances	See also ST/SGB/1999/11

10. Secretary-General's bulletins (ST/SGB/1999/-)

ST/SGB/1999/4	20/5/99	Family and child support obligations of staff members	See also ST/AI/2000/12
ST/SGB/1999/6	8/6/99	Commission for Historical Clarification	
ST/SGB/1999/8	22/6/99	Organization of the Office for the Coordination of Humanitarian Affairs	
ST/SGB/1999/9	24/6/99	Steering Committee for the Improvement of the Status of Women in the Secretariat	See also ST/SGB/282 and ST/AI/1999/9
ST/SGB/1999/10	30/6/99	Organization of the Department of Public Information	
ST/SGB/1999/11	30/6/99	Abolition of obsolete administrative issuances and information circulars	See also ST/SGB/2000/16
ST/SGB/1999/13	6/8/99	Observance by United Nations forces of international humanitarian law	
ST/SGB/1999/15	13/10/99	Organizational competencies for the future	See also ST/SGB/1998/6
ST/SGB/1999/17	30/11/99	United Nations personnel policy on HIV/AIDS	
ST/SGB/1999/18	15/12/99	Performance Appraisal System	See also ST/AI/2002/3

11. Secretary-General's bulletins (ST/SGB/1998/-)

ST/SGB/1998/1	15/1/98	Organization of the secretariat of the United Nations Conference on Trade and Development	
ST/SGB/1998/6	31/3/98	Building the future	See also ST/SGB/1999/15
ST/SGB/1998/9	27/4/98	Organization of the Office of the United Nations High Commissioner for Refugees	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/1998/11	1/6/98	Organization of the Office of Central Support Services	
ST/SGB/1998/18	3/12/98	Organization of the Executive Office of the Secretary-General	

12. Secretary-General's bulletins (ST/SGB/1997/-)

ST/SGB/1997/1	28/5/97	Procedures for the promulgation of administrative issuances	
ST/SGB/1997/2	28/5/97	Information circulars	
ST/SGB/1997/3	8/9/97	Senior Management Group	See also ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/5	12/9/97	Organization of the Secretariat of the United Nations	See also ST/SGB/2002/11, ST/SGB/2005/16 and ST/SGB/2006/14
ST/SGB/1997/9	15/9/97	Organization of the Department of Economic and Social Affairs	
ST/SGB/1997/10	15/9/97	Organization of the Office of the United Nations High Commissioner for Human Rights	

13. Administrative instructions (ST/AI/2008/1-)

ST/AI/2008/1	28/4/08	Exhibits in publicly accessible areas at Headquarters in New York	See also ST/SGB/1997/1, ST/SGB/2008/6 and ST/AI/416

14. Administrative instructions (ST/AI/2007/-)

ST/AI/2007/1	8/3/07	Mobility and hardship scheme	See also ST/SGB/1997/1
ST/AI/2007/2	23/5/07	Managed reassignment programme	See also ST/SGB/1997/1
ST/AI/2007/3	1/7/07	After-service health insurance	See also ST/SGB/1997/1

15. Administrative instructions (ST/AI/2006/-)

ST/AI/2006/1	1/8/06	Policy on the provision and use of official cars	See also ST/SGB/1997/1 and ST/AI/1998/2
ST/AI/2006/2	31/5/06	Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste	See also ST/SGB/2006/7 and ST/SGB/2004/15

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2006/3	15/11/06	Staff selection system	See also ST/SGB/1997/5, as amended by ST/SGB/2002/11 and ST/SGB/2002/6
ST/AI/2006/4 and Amend.1	27/11/06 31/12/07	Official travel	See also ST/SGB/1997/1 and ST/SGB/107/Rev.6
ST/AI/2006/5	24/11/06	Excess baggage, shipments and insurance	See also ST/SGB/1997/1

16. Administrative instructions (ST/AI/2005/-)

ST/AI/2005/1	29/3/05	Administrative instruction amending administrative instruction ST/AI/1999/13 (Recording of attendance and leave)	See also ST/AI/1999/13
ST/AI/2005/2	6/5/05	Family leave, maternity and paternity leave	
ST/AI/2005/3 and Amend.1	6/5/05 21/11/07	Sick leave	See also ST/SGB/1997/1
ST/AI/2005/4	6/5/05	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/AI/2001/2 and ST/AI/2004/5
ST/AI/2005/5	31/5/05	Administrative instruction amending administrative instruction ST/AI/400	See also ST/AI/400 and ST/SGB/1997/1
ST/AI/2005/6	31/5/05	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/SGB/1997/1 and ST/AI/1997/6
ST/AI/2005/9	26/7/05	Administrative instruction amending administrative instruction ST/AI/2003/7	See also ST/AI/2003/7
ST/AI/2005/10	8/8/05	Information and communication technology initiatives	See also ST/SGB/2003/17 and ST/SGB/2004/15
ST/AI/2005/11	31/8/05	Administrative instruction amending administrative instruction ST/AI/2000/9	See also ST/SGB/1997/1 and ST/AI/2000/9
ST/AI/2005/12	8/11/05	Medical clearances and examinations	See also ST/SGB/1997/1, ST/SGB/2003/18 and ST/SGB/2007/12

17. Administrative instructions (ST/AI/2004/-)

ST/AI/2004/1	8/3/04	Delegation of authority under the Financial Regulations and Rules of the United Nations	See also ST/SGB/1997/1
ST/AI/2004/2	24/6/04	Education grant and special education grant for children with a disability	See also ST/SGB/1997/1, ST/AI/2000/6 and Amend.1 and ST/AI/2002/1
ST/AI/2004/3	29/9/04	Financial responsibility of staff members for gross negligence	See also ST/SGB/1997/1 ST/AI/2000/11 and ST/AI/371

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2004/4	17/12/04	Administrative instruction amending administrative instruction ST/AI/2000/16	See also ST/SGB/1997/1 and ST/AI/2000/16
ST/AI/2004/5	22/12/04	Administrative instruction amending administrative instruction ST/AI/2001/2	See also ST/SGB/1997/1, ST/AI/2001/2, as amended by ST/AI/2005/4
ST/AI/2004/6 and Corr.1	22/12/04 24/5/06	Administrative instruction amending administrative instruction ST/AI/2000/21	See also ST/AI/2000/21

18. Administrative instructions (ST/AI/2003/-)

ST/AI/2003/1	27/1/03	Administrative instruction amending ST/AI/2000/1 (Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills)	See also ST/AI/2000/1
ST/AI/2003/2	30/1/03	Testing in the Security and Safety Service at Headquarters for use of illegal drugs and controlled substances	See also ST/AI/372
ST/AI/2003/3	21/3/03	Special post allowance for field mission staff	
ST/AI/2003/4	21/3/03	Administrative instruction amending ST/AI/401 (Personnel arrangements for the Office of Internal Oversight Services)	See also ST/AI/401
ST/AI/2003/5	19/5/03	Property management and inventory control at United Nations Headquarters	See also ST/AI/374
ST/AI/2003/7	30/10/03	Competitive examination for recruitment to the Professional category of staff members from other categories	See also ST/AI/2005/9
ST/AI/2003/8 and Amend.1	13/11/03 17/3/06	Retention in service beyond the mandatory age of separation and employment of retirees	
ST/AI/2003/9	7/1/04	Administrative instruction amending administrative instruction ST/AI/1998/3	See also ST/AI/1998/3

19. Administrative instructions (ST/AI/2002/-)

ST/AI/2002/3	20/3/02	Performance appraisal system	See also ST/SGB/1999/18
ST/AI/2002/5	7/6/02	Administrative instruction amending administrative instruction ST/AI/1997/6	See also ST/AI/1997/6 and ST/AI/2005/6
ST/AI/2002/6	27/9/02	Life insurance	
ST/AI/2002/8 and Amend.1	27/12/02 27/8/08	Official hospitality	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
20. Administrative instructions (ST/AI/2001/-)			
ST/AI/2001/1	8/2/01	Currency and modalities of payment of salaries and allowances	
ST/AI/2001/2	15/3/01	Appointments of limited duration	See also ST/SGB/2008/3, ST/AI/2004/5 and ST/AI/2005/4
ST/AI/2001/3	4/5/01	Administrative instruction amending ST/AI/259/Rev.10 (Salary differential)	See also ST/AI/259/Rev.10
ST/AI/2001/4	5/6/01	Disposal of computer equipment at United Nations Headquarters	
ST/AI/2001/5	22/8/01	United Nations Internet publishing	
ST/AI/2001/6	24/7/01	Administrative instruction amending ST/AI/342 (Guidelines for the preparation of host government agreements falling under General Assembly resolution 40/243)	See also ST/AI/342
ST/AI/2001/7	28/8/01	Managed Reassignment Programme for Junior Professional Staff	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
21. Administrative instructions (ST/AI/2000/-)			
ST/AI/2000/1	12/1/00	Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills	
ST/AI/2000/3	4/4/00	Overtime compensation for staff members in the Field Service category at established missions	
ST/AI/2000/4	5/4/00	Sabbatical leave programme	
ST/AI/2000/5	15/5/00	Repatriation grant	
ST/AI/2000/6 and Amend.1	25/5/00 24/11/06	Special entitlements for staff members serving at designated duty stations	See also ST/SGB/1997/1
ST/AI/2000/8 and Amend.1 and Amend.2	13/9/00 15/3/06 26/4/07	Dependency status and dependency benefits	See also ST/SGB/1997/1
ST/AI/2000/9	19/9/00	United Nations internship programme	See also ST/AI/2005/11
ST/AI/2000/10	21/9/00	Medical evacuation	
ST/AI/2000/11	12/10/00	Recovery of overpayments made to staff members	See also ST/AI/2004/3

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/2000/12	25/10/00	Private legal obligations of staff members	See also ST/SGB/1999/4
ST/AI/2000/13	25/10/00	Outside activities	
ST/AI/2000/14	9/11/00	Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency	
ST/AI/2000/15 and Amend.1	27/11/00 31/10/07	Family visit travel	See also ST/AI/2006/4 and Amend.1
ST/AI/2000/16	23/12/01	Rental subsidies and deductions	See also ST/AI/2004/4
ST/AI/2000/17	11/12/00	Assignment grant	
ST/AI/2000/19	18/12/00	Visa status of non-United States staff members serving in the United States, members of their household and their household employees, and staff members seeking or holding permanent resident status in the United States	
ST/AI/2000/21	22/12/00	Occasional recuperation break	See also ST/AI/2004/6 and Corr.1

22. Administrative instructions (ST/AI/1999/-)

ST/AI/1999/1	1/2/99	Delegation of authority in the administration of the Staff Rules	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/1999/2	13/5/99	Language proficiency and language incentives	
ST/AI/1999/6	28/5/99	Gratis personnel	
ST/AI/1999/7 and Amend.1	25/8/99 15/3/06	Consultants and individual contractors	See also ST/SGB/177, ST/AI/295 and Amend.1 and ST/AI/296 and Amend.1
ST/AI/1999/9	21/9/99	Special measures for the achievement of gender equality	See also ST/SGB/282
ST/AI/1999/13	9/11/99	Recording of attendance and leave	See also ST/AI/2005/1
ST/AI/1999/16	28/12/99	Termination of appointment for reasons of health	
ST/AI/1999/17 and Amend.1	23/11/99 30/1/06	Special post allowance	

23. Administrative instructions (ST/AI/1998/-)

ST/AI/1998/1	28/1/98	Payment of income taxes to United States tax authorities	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/1998/2	21/1/98	Reimbursement for travel by private motor vehicle	
ST/AI/1998/3	23/1/98	System of daily subsistence allowance	See also ST/AI/2003/9
ST/AI/1998/4	10/2/98	Competitive examinations for the placement of General Service and related categories in particular occupational groups	
ST/AI/1998/7	23/3/98	Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category	
ST/AI/1998/9 and Corr.1 (English only)	6/10/98 29/12/98	System for the classification of posts	

24. Administrative instructions (ST/AI/1997/-)

ST/AI/1997/1	20/8/97	Conditions under which staff members may take national competitive recruitment examinations	See also ST/SGB/210
ST/AI/1997/4	30/9/97	Upgrading of substantive and technical skills	See also ST/SGB/1998/6
ST/AI/1997/6	20/10/97	Mission subsistence allowance	See also ST/AI/2002/5 and ST/AI/2005/6

II. Issuances under Secretary-General's bulletin ST/SGB/100

1. Secretary-General's bulletins (ST/SGB/-)

ST/SGB/Financial Rules/2	9/12/75	Financial Rules of the Fund of the United Nations Environment Programme	
ST/SGB/Staff Rules/ Appendix D/Rev.1 and Amend.1	1/1/66 8/1/76	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations	
ST/SGB/ UNFICYP/1	25/4/64	Regulations for the United Nations Peacekeeping Force in Cyprus	
ST/SGB/103/Rev.1	6/80	Rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/107/Rev.6	25/3/91	Rules governing payment of travel expenses and subsistence allowances in respect of members of organs or subsidiary organs of the United Nations	
ST/SGB/119/Rev.1	16/2/66	Regulations for the United Nations medal	See also ST/SGB/2000/15
ST/SGB/125/Rev.1 and Amend.1 ST/SGB/125/Rev.2 (Spanish only)	21/5/63 31/12/63 27/2/64	Latin American Institute for Economic and Social Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/126 and Amend.1	1/8/63 15/6/73	United Nations Research Institute for Social Development	
ST/SGB/127 and Amend.1	23/9/63 29/4/74	Asian Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules	
ST/SGB/129	31/12/64	African Institute for Economic Development and Planning: arrangements for administrative servicing and promulgation of provisional financial rules and procedures	
ST/SGB/132	1/67	United Nations Flag Code and Regulations	
ST/SGB/135	26/12/69	Access to League of Nations archives	
ST/SGB/136	1/2/71	Preservation and disposition of gifts and historical items	
ST/SGB/151	7/1/76	Administration of the Staff Regulations and the Staff Rules	See also ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1
ST/SGB/152	4/3/76	Procedure for the establishment and maintenance of branch libraries and reference centres in the United Nations Secretariat at Headquarters	
ST/SGB/160	13/10/77	Planning, preparation and servicing of special conferences	See also ST/AI/342, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6
ST/SGB/172	19/4/79	Staff-management relations: decentralization of consultation procedure	See also ST/SGB/274
ST/SGB/177	19/11/82	Policies for obtaining the services of individuals on behalf of the Organization	See also ST/SGB/283, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7 and Amend.1

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/188	1/3/82	Establishment and management of trust funds	See also ST/AI/284, ST/AI/285 and ST/AI/286
ST/SGB/198	10/12/82	Security, safety and independence of the international civil service	See also ST/AI/299
ST/SGB/201	8/7/83	Use of working languages of the Secretariat	See also ST/SGB/212
ST/SGB/205	14/6/84	Regional Commissions Liaison Office	
ST/SGB/209	21/12/84	Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat	
ST/SGB/210	22/1/85	National competitive examinations	See also ST/AI/1997/1 and ST/AI/2001/7
ST/SGB/212	24/9/85	Use of working languages of the Secretariat	See also ST/SGB/201
ST/SGB/214	17/1/86	International Research and Training Institute for the Advancement of Women	
ST/SGB/230	8/3/89	Resolution of tort claims	
ST/SGB/240	26/6/91	United Nations International Drug Control Programme	See also ST/SGB/2004/6 and ST/AI/388
ST/SGB/242	26/6/91	United Nations archives and records management	See also ST/SGB/2007/5
ST/SGB/259	2/7/93	Wearing of grounds passes	See also ST/AI/333 and ST/AI/387
ST/SGB/267	15/11/93	Placement and promotion	
ST/SGB/269	10/1/94	Secure telecommunications equipment	
ST/SGB/273	7/9/94	Establishment of the Office of Internal Oversight Services	See also ST/SGB/2002/7, ST/AI/397 and ST/AI/401 (as amended by ST/AI/2003/4)
ST/SGB/274	28/9/94	Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level	See also ST/SGB/172
ST/SGB/275	22/12/94	Health and Life Insurance Committee at Headquarters	
ST/SGB/276	27/4/95	Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/SGB/277	19/5/95	Policy governing assignment to and return from mission detail	See also ST/AI/404
ST/SGB/280 and Amend.1	9/11/95 22/12/95	Suspension of the granting of permanent and probationary appointments	
ST/SGB/282	5/1/96	Policies to achieve gender equality in the United Nations	See also ST/SGB/2008/12 and ST/AI/1999/9
ST/SGB/283	29/8/96	Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions	See also ST/SGB/177

2. Administrative instructions (ST/AI/-)

ST/AI/97/Rev.2	26/2/81	Control of United Nations property covered by personal property receipts	See also ST/AI/374 and ST/AI/2003/5
ST/AI/104	23/8/54	Solicitation of voluntary contributions within the Secretariat	
ST/AI/105	3/9/54	Maintenance of personnel record cards	
ST/AI/108	24/2/55	Annual inspection of official status files	See also ST/AI/292
ST/AI/118/Rev.1	15/1/57	Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs	
ST/AI/145/Rev.1	18/6/70	Use of Dag Hammarskjöld Memorial Library building	Paras. 5 and 6; see also ST/AI/387 and ST/AI/416
ST/AI/149/Rev.4	14/4/93	Compensation for loss of or damage to personal effects attributable to service	
ST/AI/155/Rev.2 and Amend.1	31/8/90 13/12/90	Personnel payroll clearance action	
ST/AI/189	7/11/69	Regulations for the control and limitation of documentation	
ST/AI/189/Add.1/ Rev.2	1/10/90	Initiation, approval and execution of the United Nations biennial publications programme	
ST/AI/189/Add.2, and Amend.2	15/9/71 25/8/08	Covers and title pages of publications	
ST/AI/189/Add.3/ Rev.2	17/12/85	Distribution of documents, meeting records, official records and publications	See also ST/AI/271 and ST/AI/341
ST/AI/189/Add.4/ Rev.1	20/1/97	Principles governing the exchange of United Nations documents and publications	See also ST/AI/271

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.5/ Rev.2	23/2/87	Stock review and disposal of official records and publications	
ST/AI/189/Add.6/ Rev.5	22/8/08	Attribution of authorship in United Nations documents, publications and other official papers	
ST/AI/189/Add.7	30/9/71	Documentation workload estimates	
ST/AI/189/Add.8/ Rev.1	15/3/77	Requests for document services	
ST/AI/189/Add.9/ Rev.2 and Rev.2/Add.2	17/9/87 25/2/92	Copyright in United Nations publications: general principles, practice and procedure	Supersedes ST/AI/189/Add.9/Rev.1 on an experimental basis; see also ST/AI/189/Add.27
ST/AI/189/Add.10	29/11/72	Mailing of official United Nations documentation	See also ST/AI/271
ST/AI/189/Add.11/ Rev.2	18/8/95	Principles governing United Nations depository libraries	
ST/AI/189/Add.12/ Rev.1	20/1/97	Supply to the United Nations libraries of material not available through the regular distribution channels	
ST/AI/189/Add.13/ Rev.1	22/12/73	Reissue of out-of-stock material	
ST/AI/189/Add.14/ Rev.1	17/9/79	External publishing of United Nations manuscripts	
ST/AI/189/Add.15/ Rev.1	30/6/92	Pricing of United Nations publications	
ST/AI/189/Add.17	24/6/75	Criteria for the selection of material to be issued as United Nations publications	
ST/AI/189/Add.18	19/1/76	Mention of names of commercial firms in United Nations documents and publications	
ST/AI/189/Add.19/ Rev.1	11/2/97	Newsletters and other information materials in printed or electronic format	
ST/AI/189/Add.20/ Rev.1	24/2/82	Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat	
ST/AI/189/Add.21 and Amend.1	15/1/79 23/1/08	Use of the United Nations emblem on documents and publications	
ST/AI/189/Add.22	1/6/79	Use and disposition of papers and reports of seminars and similar ad hoc meetings	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/189/Add.23	24/2/82	Timetable for the planning and submission of documents for sessions of United Nations organs	
ST/AI/189/Add.24	11/12/84	Use of the International Standard Book Number (ISBN) and the International Standard Serial Number (ISSN) for United Nations publications	
ST/AI/189/Add.25/ Rev.1	20/1/97	Guidelines for the publication of maps	
ST/AI/189/Add.26	25/9/89	Guidelines for electronic publishing	See also ST/AI/189/Add.28
ST/AI/189/Add.27	8/11/90	References and acknowledgements	See also ST/AI/189/Add.9/ Rev.2 and Rev.2/Add.2
ST/AI/189/Add.28	14/8/96	Guidelines for publishing in an electronic format	See also ST/AI/189/Add.26
ST/AI/193/Rev.1	24/6/77	Material and package passes	See also ST/AI/309/Rev.2
ST/AI/202	4/6/71	Headquarters Property Survey Board: case report and recommendation form	
ST/AI/205	10/12/71	Library services	See also ST/AI/189/Add.12/ Rev.1
ST/AI/211	4/4/72	Scheduling of meetings and provision of conference services	
ST/AI/222	10/12/74	Procedure to be followed in cases of termination of permanent appointment for unsatisfactory services	
ST/AI/227	25/4/75	Security of valuable articles: lost and found property	
ST/AI/231/Rev.1	23/1/91	Non-reimbursable loans of personnel services from sources external to the United Nations common system	
ST/AI/233	9/12/75	Contributions from non-Member States	
ST/AI/234/Rev.1 and Amend.1	22/3/89 14/6/90	Administration of the Staff Regulations and Staff Rules	See also ST/SGB/151 and ST/AI/1999/1
ST/AI/235 and Corr.1	8/1/76 20/1/76	Death and disability coverage for members of the Joint Inspection Unit	
ST/AI/242 and Amend.1	22/2/77 8/8/95	Establishment of appointment and promotion committees at designated offices away from Headquarters	See also ST/SGB/151 and ST/AI/234/Rev.1 and Amend.1
ST/AI/244/Rev.1	18/7/96	United Nations Bookshop service for staff members	

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/248 and Amend.1	7/7/77 27/6/80	Reimbursement of taxi fares	
ST/AI/259/Rev.10	27/2/89	Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters	See also ST/AI/2001/3
ST/AI/261	12/12/78	Forms management programme	
ST/AI/271	4/2/80	General principles and procedures governing outgoing official United Nations mail at Headquarters	See also ST/AI/189/Add.10
ST/AI/273	4/3/80	Employment of spouses	
ST/AI/274 and Corr.1	30/6/80 27/8/80	Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories	
ST/AI/284	1/3/82	General trust funds	See also ST/SGB/188
ST/AI/285	1/3/82	Technical cooperation trust funds	See also ST/SGB/188
ST/AI/286	3/3/82	Programme support accounts	See also ST/SGB/188
ST/AI/291/Rev.1	18/7/84	Part-time employment	
ST/AI/292	15/7/82	Filing of adverse material in personnel records	See also ST/AI/108
ST/AI/293	15/7/82	Facilities to be provided to staff representatives	
ST/AI/295 and Amend.1	19/11/82 5/7/95	Temporary staff and individual contractors	See also ST/SGB/177, ST/AI/296 and Amend.1, ST/AI/297 and Add.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/296 and Amend.1	17/11/82 5/7/95	Consultants and participants in advisory meetings	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1
ST/AI/297 and Add.1	19/11/82 7/12/95	Technical cooperation personnel and Operational, Executive and Administrative Services officers	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/327 and ST/AI/1999/7 and Amend.1

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/299	10/12/82	Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families	See also ST/SGB/198
ST/AI/308/Rev.1	25/11/83	Establishment of Panels on Discrimination and Other Grievances	
ST/AI/309/Rev.2	18/2/97	Authority of United Nations security officers	See also ST/SGB/259, ST/AI/193/Rev.1 and ST/AI/387
ST/AI/310	20/9/83	Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours	See also ST/AI/387
ST/AI/323	27/9/84	Reduction in energy consumption	
ST/AI/327	23/1/85	Institutional or corporate contractors	See also ST/SGB/177, ST/AI/295 and Amend.1, ST/AI/296 and Amend.1, ST/AI/297 and Add.1 and ST/AI/1999/7 and Amend.1
ST/AI/333	29/11/85	Personal identification cards: Headquarters	See also ST/SGB/259 and ST/AI/387
ST/AI/334	21/5/86	Test for basic word-processing qualifications	
ST/AI/342	8/5/87	Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243	See also ST/SGB/160, ST/AI/2006/4 and Amend.1 and ST/AI/2001/6
ST/AI/343 and Corr.1 (French only)	31/7/87 31/8/95	Medical insurance plan for locally recruited staff at designated duty stations away from Headquarters	
ST/AI/349	22/4/88	United Nations garage	
ST/AI/351 and Amend.1	25/5/88 28/1/97	Assistance and representation by counsel in disciplinary and appeal cases	
ST/AI/354	27/7/88	Request for rectification of date of birth or of other personal data	
ST/AI/360/Rev.1 and Corr.1 (English only)	15/11/93 8/12/93	Movement of staff from the Field Service category to the Professional category	See also ST/AI/2003/7 (as amended by ST/AI/2005/9)
ST/AI/367 and Amend.1	15/10/90 24/11/06	Home leave: change of place of home leave and change of country of home leave	See also ST/SGB/1997/1
ST/AI/368	10/1/91	Instructions governing United Nations diplomatic pouch service	
ST/AI/371	2/8/91	Revised disciplinary measures and procedures	See also ST/AI/2004/3

Symbol	*Date issued*	*Subject*	*Amendments/remarks*
ST/AI/372	25/9/91	Employee assistance in cases of alcohol/substance abuse	See also ST/AI/2003/2
ST/AI/374	16/1/92	Property records and inventory control under revised definition of non-expendable property	See also ST/AI/97/Rev.2 and ST/AI/2003/5
ST/AI/387	10/9/93	Security arrangements for admission to United Nations Headquarters	See also ST/SGB/259 and ST/AI/309/Rev.2
ST/AI/388	14/9/93	Personnel arrangements for the United Nations International Drug Control Programme (UNDCP)	See also ST/SGB/2004/6 and ST/SGB/240
ST/AI/397	7/9/94	Reporting of inappropriate use of United Nations resources and proposals for the improvement of programme delivery	See also ST/SGB/273
ST/AI/400	22/12/94	Abandonment of post	
ST/AI/401	18/1/95	Personnel arrangements for the Office of Internal Oversight Services	See also ST/SGB/273 and ST/AI/2003/4
ST/AI/404	19/5/95	Assignment to and return from mission detail	See also ST/SGB/277
ST/AI/408	1/8/95	Introduction of staggered working hours at Headquarters	
ST/AI/414 and Add.1	29/3/96 3/5/96	1996 early separation programme	
ST/AI/416	26/4/96	Use of United Nations premises for meetings, conferences, special events and exhibits	See also ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

B. Subject index to administrative issuances

I. Buildings, premises and security

1. Buildings and premises

Admission to United Nations Headquarters: Security arrangements for - ST/AI/387

Dag Hammarskjöld Memorial Library building: Use of - ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387 and ST/AI/416

Energy conservation: see Reduction in energy consumption

Non-smoking policy at United Nations Headquarters, New York – ST/SGB/2003/9

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Property Survey Boards – ST/SGB/2003/7 (rule 105.21)

Reduction in energy consumption - ST/AI/323

United Nations Bookshop service for staff members - ST/AI/244/Rev.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/2008/1 and ST/SGB/2008/6 (see also Exhibits Committee guidelines, in section XI.4, and Security arrangements for admission to United Nations Headquarters, in section I.5 below)

2. Garage

Garage Review Board - ST/AI/349

Parking rates: see United Nations Garage below

United Nations Garage - ST/AI/349

3. Passes

Grounds passes: Wearing of - ST/SGB/259, ST/AI/155/Rev.2 and Amend.1 (para. 5), ST/AI/333 and ST/AI/387

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Personal identification cards: Headquarters (including retired staff) - ST/AI/333 and ST/AI/387

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

4. Safety

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Evacuation procedures for the United Nations Headquarters complex - ST/SGB/2002/8

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Security and Safety Service at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the International Civil Service - ST/SGB/198

5. Security

Authority of United Nations security officers - ST/AI/309/Rev.2, ST/AI/387 and ST/SGB/259

Basic security in the field: staff safety, health and welfare (interactive online learning) – ST/SGB/2003/19

Material and package passes - ST/AI/193/Rev.1 and ST/AI/309/Rev.2

Secure telecommunications equipment - ST/SGB/269

Security and Safety Services at Headquarters: Testing for use of illegal drugs and controlled substances – ST/AI/2003/2

Security, safety and independence of the international civil service - ST/SGB/198 and ST/SGB/2002/13 (see commentary)
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Security arrangements for admission to United Nations Headquarters - ST/AI/387 (see also ST/SGB/259 and ST/AI/309/Rev.2)

Security of valuable articles; lost and found property - ST/AI/227

Use of information and communication technology resources and data – ST/SGB/2004/15

II. Claims

Advisory Board on Compensation Claims - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Claims Board - ST/AI/149/Rev.4

Compensation for loss of or damage to personal effects to service - ST/AI/149/Rev.4

Compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations: Rules governing - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1

Compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations: Rules governing - ST/SGB/103/Rev.1

Death and disability coverage for members of the Joint Inspection Unit - ST/AI/235 and Corr.1

Tort claims: Resolution of - ST/SGB/230

III. Communications, archives and records

1. Archives and records

Access to League of Nations archives - ST/SGB/135

Commission for Historical Clarification - ST/SGB/1999/6

Disposition of the documents of the Independent Inquiry Committee into the UN Oil-for Food Programme – ST/SGB/2006/16 and Amend.1

Gifts and historical items: Preservation and disposition of - ST/SGB/136

Internal controls govering access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/SGB/2006/7

Recordkeeping and the management of United Nations archives - ST/SGB/2007/5
- Guidelines concerning the separation of private papers from business records - (Annex)

United Nations archives and records - ST/SGB/242

2. Communications, correspondence and mailing

Confidentiality of mailing lists and registers - ST/AI/341

Information and Communications Technology Board - ST/SGB/2003/17

Information and communication technology initiatives - ST/AI/2005/10

Information sensitivity, classification and handling – ST/SGB/2007/6

Outgoing official United Nations mail at Headquarters. General principles and procedures governing - ST/AI/271, ST/AI/189/Add.10 and ST/AI/341

Secure telecommunications equipment - ST/SGB/269

Use of airmail envelopes - ST/AI/271

3. Pouch

Diplomatic pouch service - ST/AI/368

IV. Conferences

Guidelines for the preparation of host Government agreements falling under General Assembly resolution 40/243 - ST/AI/342 and ST/AI/2001/6 (see also Special conferences below)

Scheduling of meetings and provision of conference services - ST/AI/211 and ST/AI/416

Special conferences: Planning, preparation and servicing of - ST/SGB/160, ST/AI/342, ST/AI/2001/6, ST/AI/2006/4 and Amend.1

Use of United Nations premises for meetings, conferences, special events and exhibits - ST/AI/416, ST/AI/145/Rev.1 (paras. 5 and 6), ST/AI/387, ST/AI/2008/1 and ST/SGB/2008/6

V. Documents and publications

1. General

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Publications Board - ST/AI/2001/5

2. Regulations for the control and limitation of documentation

Attribution of authorship in United Nations documents, publications and other official papers - ST/AI/189/Add.6/Rev.5

Copyright in United Nations publications: general principles, practice and procedure - ST/AI/189/Add.9/Rev.2 and Rev.1/Add.2 and ST/AI/189/Add.27

Covers and title pages of publications - ST/AI/189/Add.2, and Add.2/Amend.2

Criteria for the selection of material to be issued as United Nations publications - ST/AI/189/Add.17

Depository libraries: Principles governing United Nations - ST/AI/189/Add.11/Rev.2

Disposition of the documents of the Independent Inquiry Committee into the United Nations Oil-for-Food Programme – ST/SGB/2006/16 and Amend.1

Distribution of documents, meeting records, official records and publications - ST/AI/189/Add.3/Rev.2 and ST/AI/341

Electronic publishing: Guidelines for - ST/AI/189/Add.26 (see also Publishing in an electronic format: Guidelines for, below)

Exchange of United Nations documents and publications: Principles governing the - ST/AI/189/Add.4/Rev.1

External publishing of United Nations manuscripts - ST/AI/189/Add.14/Rev.1

Information sensitivity, classification and handling – ST/SGB/2007/6

Initiation, approval and execution of the United Nations biennial publications programme - ST/AI/189/Add.1/Rev.2

Internal controls governing access to copies of the records of the Serious Crimes Unit of the Office of the Prosecutor General of Timor-Leste – ST/AI/2006/2

Internet publishing: United Nations - ST/AI/2001/5

Mailing of official United Nations documentation - ST/AI/189/Add.10, ST/AI/189/Add.3/Rev.2 and ST/AI/271

Maps: Guidelines for the publication of - ST/AI/189/Add.25/Rev.1

Maximum length of documents submitted in the name of the Secretary-General or of the Secretariat - ST/AI/189/Add.20/Rev.1

Mention of names of commercial firms in United Nations documents and publications - ST/AI/189/Add.18

Newsletters and other information materials in printed or electronic format - ST/AI/189/Add.19/Rev.1

Out-of-stock material: Reissue of - ST/AI/189/Add.13/Rev.1

Pricing of United Nations publications - ST/AI/189/Add.15/Rev.1

Publishing in an electronic format: Guidelines for - ST/AI/189/Add.28 (see also Electronic publishing: Guidelines for, above)

References and acknowledgements - ST/AI/189/Add.27 and ST/AI/189/Add.9/Rev.2 and Rev2/Add.2

Regulations for the control and limitation of documentation - ST/AI/189

Reissue of out-of-stock material - ST/AI/189/Add.13/Rev.1

Requests for document services - ST/AI/189/Add.8/Rev.1

Stock review and disposal of official records and publications - ST/AI/189/Add.5/Rev.2

Supply to the United Nations libraries of material not available through the regular distribution channels - ST/AI/189/Add.12/Rev.1

Timetable for the planning and submission of documents for sessions of United Nations organs - ST/AI/189/Add.23

United Nations Internet publishing - ST/AI/2001/5

Use and disposition of papers and reports of seminars and similar ad hoc meetings - ST/AI/189/Add.22

Use of the International Standard Book Number and the International Standard Serial Number for United Nations publications - ST/AI/189/Add.24

Use of the United Nations emblem on documents and publications - ST/AI/189/Add.21

Workload estimates: Documentation - ST/AI/189/Add.7

VI. Finance

1. Financial arrangements

African Institute for Economic Development and Planning - ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/127 and Amend.1

Latin American Institute for Economic and Social Planning - ST/SGB/125/Rev.1 and Amend.1 and ST/SGB/125/Rev.2 (Spanish only)

United Nations Research Institute for Social Development - ST/SGB/126 and Amend.1

2. General

Contributions from non-Member States - ST/SGB/2003/7 (rule 103.1) and ST/AI/233

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

Establishment and operation of the Central Emergency Response Fund – ST/SGB/2006/10

Establishment of a Senior Advisory Board on Services to the Public – ST/SGB/2005/10

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Information and communication technology initiatives – ST/AI/2005/10

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Non-reimbursable loans of personnel services from sources external to the United Nations common system - ST/AI/231/Rev.1

Official hospitality - ST/AI/2002/8 and Amend.1

Official travel - ST/AI/2006/4 and Amend.1

Overtime compensation for staff members in the Field Service category at established missions - ST/AI/2000/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Private legal obligations of staff members - ST/AI/2000/12 (see also section VIII.7 below)

Recovery of overpayments made to staff members - ST/AI/2000/11

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Salary differential for General Service staff in the language text-processing units in the Text-Processing Section, Department of General Assembly Affairs and Conference Services, Headquarters - ST/AI/259/Rev.10 and ST/AI/2001/3

Salary scales and payments: see section VIII.13 below

Solicitation of voluntary contributions within the Secretariat - ST/AI/104

Taxi fares: Reimbursement of - ST/AI/248 and Amend.1

United States taxes: see section VIII.16 below

3. Financial regulations and rules

Delegation of authority under the Financial Regulations and Rules of the United Nations - ST/SGB/2003/7, ST/AI/2004/1, ST/SGB/2005/7

Financial Regulations and Rules of the United Nations (series 100): Special annex for the United Nations Habitat and Human Settlements Foundation (series 300) to the – ST/SGB/2006/8

Financial Regulations and Rules of the United Nations - ST/SGB/2003/7 and ST/AI/2004/1

Financial Rules of the Fund of the United Nations Environment Programme - ST/SGB/Financial Rules/2

Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation - ST/SGB/2000/8

Regulations for the United Nations Peacekeeping Force in Cyprus - ST/SGB/UNFICYP/1

4. Revenue-producing activities

Bookshop - ST/SGB/2003/7 and ST/AI/244/Rev.1

Garage parking rates: see United Nations Garage, section I.2, above

5. Trust funds and special accounts

Establishment and management of trust funds - ST/SGB/188

Establishment and operation of the Central Emergency Response Fund - ST/SGB/2006/10

General trust funds - ST/AI/284

Programme support accounts - ST/AI/286

Technical cooperation trust funds - ST/AI/285

VII. General office procedures

Administrative issuances:
- Abolition of obsolete - ST/SGB/1999/11 and ST/SGB/2000/16
- Procedures for the promulgation of - ST/SGB/1997/1

Confidentiality of mailing lists and registers - ST/AI/341

Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995 – ST/SGB/2006/9

Disposal of computer equipment at United Nations Headquarters - ST/AI/2001/4

Electronic publishing: Guidelines for - ST/AI/189/Add.26 and ST/AI/189/Add.28

Ethics: United Nations system-wide application of - (separately administered organs and programmes) – ST/SGB/2007/11

Exhibits Committee: United Nations - ST/SGB/2008/6

Forms management programme - ST/AI/261

Information and Communication Technology resources and data: Use of – ST/SGB/2004/15

Information and communications technology initiatives – ST/AI/2005/10

Information circulars - ST/SGB/1997/2 and ST/SGB/1999/11

Information sensitivity, classification and handling – ST/SGB/2007/6

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

Internet publishing: United Nations - ST/AI/2001/5

Managed reassignment programme – ST/AI/2007/2

Managed Reassignment Programme for Junior Professional Staff - ST/AI/2001/7

New nomenclature for staff of the United Nations – ST/SGB/2002/18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to treaties and international agreements - ST/SGB/2001/7

Property management and inventory control at United Nations Headquarters – ST/AI/2003/5

Publishing in an electronic format: Guidelines for - *ST/AI/189/Add.28 (see also Electronic publishing:* Guidelines for, above)

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Secretary-General's bulletins: see Administrative issuances above

Secure telecommunications equipment - ST/SGB/269

Treaties and international agreements: Procedures to be followed by the departments, offices and regional commissions of the United Nations with regard to - ST/SGB/2001/7

Working languages of the Secretariat - ST/SGB/201 and ST/SGB/212

VIII. Human resources

1. Administration-staff relations

Departmental focal points for women in the Secretariat – ST/SGB/2008/12

Ethics: United Nations system-wide application of
- (separately administered organs and programmes – ST/SGB/2007/11
- Protection against retaliation for reporting misconduct – ST/SGB/2005/21
- Ethics Office - establishment and terms of reference – ST/SGB/2005/22

Independent inquiry into the oil-for-food programme - ST/SGB/2004/9

International civil service: Security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Joint Harassment Prevention Boards – ST/SGB/2008/14

Joint Negotiation Committee at Headquarters - ST/SGB/2007/9

Office of the Ombudsman - ST/SGB/2002/12

Panels of Counsel - ST/AI/351 and Amend.1

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/274

Staff representatives: Facilities to be provided to - ST/AI/293

Staff-Management Coordination Committee - ST/SGB/2002/15

Staff-management relations: decentralization of consultation procedure - ST/SGB/172 and ST/SGB/274

Steering Committee for the Improvement of the Status of Women in the Secretariat:
- Membership - ST/SGB/1999/9
- Policies to obtain gender equality in the United Nations - ST/SGB/282 and ST/AI/1999/9

2. Allowances, entitlements and grants

Assignment grant - ST/AI/2000/17

Coordination of action in cases of death of staff members: Travel and transportation in cases of death or health-related emergency - ST/AI/2000/14

Dependency status and dependency benefits - ST/AI/2000/8 and Amend.1 and Amend.2

Early separation programme: 1996 - ST/AI/414 and Add.1

Education grant and special education grant for disabled children - ST/AI/2004/2 (see also Special entitlements for staff members serving at designated duty stations below)

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and Amend.1

Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)

Mobility and hardship scheme - ST/AI/2007/1

Non-resident's allowance: see Rental subsidies and deductions below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6 and Corr.1)

Official hospitality - ST/AI/2002/8 and Amend.1

Personal status for purposes of United Nations entitlements – ST/SGB/2004/13

Reimbursement for travel by private motor vehicle - ST/AI/1998/2

Reimbursement of costs of basic medical examinations for family members: see Special entitlements for staff members serving at designated duty stations below

Rental subsidies and deductions - ST/AI/2000/16 (as amended by ST/AI/2004/4)

Repatriation grant - ST/AI/2000/5

Salaries and allowances: Currency and modalities of payment - ST/AI/2001/1

Salary differential for General Service staff in the language text-processing units, Department of General Assembly Affairs and Conference Services – ST/AI/2001/3

Scheme of social security for the staff - ST/SGB/2002/1

Special entitlements for staff members serving at designated duty stations - ST/AI/2000/6 and Amend.1

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff - ST/AI/2003/3

Subsistence allowance:
- Mission subsistence allowance - ST/AI/1997/6 (as amended by ST/AI/2002/5 and ST/AI/2005/6)
- System of daily subsistence allowance - ST/AI/1998/3 (as amended by ST/AI/2003/9)

Threshold percentage for the purpose of calculating rental subsidies: see Rental subsidies and deductions above

United Nations Nobel Peace Prize Memorial Fund – ST/SGB/2003/11

3. Appeals

Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Classification Appeals Committees: see System for the classification of posts in section VIII.8 below

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels: see Panels on Discrimination and Other Grievances below

Joint Appeals Board:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1

Joint Disciplinary Committee:
- Assistance and representation by counsel in disciplinary and appeals cases - ST/AI/351 and Amend.1
- Revised disciplinary measures and procedures - ST/AI/371

Office of the Ombudsman - appointment and terms of reference of the Ombudsman - ST/SGB/2002/12

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351 and Amend.1

Revised disciplinary measures and procedures - ST/AI/371

Special Advisory Board - ST/SGB/2002/1 (rule 109.1)

4. Appointments, placement and promotion

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1 (English only)

Appointments of limited duration - ST/SGB/2008/3 and ST/AI/2001/2 (as amended by ST/AI/2004/5 and ST/AI/2005/4)

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Central Review Board - ST/SGB/2002/6

Central Review Committee - ST/SGB/2002/6

Central Review Bodies at designated offices away from Headquarters - ST/SGB/2002/6

Central Review Panel - ST/SGB/2002/6

Central Review Bodies - ST/SGB/2002/6, ST/SGB/2003/1 (for vacancies posted after 1 May 2002)

Competitive examination for recruitment to the Professional category of staff members from other categories - ST/AI/2003/7 (as amended by ST/AI/2005/9)

Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category - ST/AI/1998/7

Competitive examinations for the placement of General Service and related categories in particular occupational groups - ST/AI/1998/4

Consideration for conversion to permanent appointment of staff members eligible to be considered in 1995 – ST/SGB/2006/9

Consultants and individual contractors - ST/AI/1999/7 and Amend.1

Consultants and participants in advisory meetings - ST/SGB/177 and ST/AI/296 and Amend.1 (see also Policies for obtaining the services of individuals on behalf of the Organization below)

Contractors: Institutional or corporate - ST/SGB/177 and ST/AI/327

Employment of spouses - ST/AI/273

Gratis personnel - ST/AI/1999/6

Implementation of the report of the Panel on United Nations Peace Operations - filling of new posts - ST/SGB/2001/4 (as amended by ST/SGB/2002/17)

Managed reassignment programme – ST/AI/2007/2

Managed reassignment programme for Junior Professional Staff - ST/AI/2001/7

Medical clearances and examinations - ST/AI/2005/12

Movement of staff from the Field Service category to the Professional category - ST/AI/360/Rev.1 and Corr.1 (English only) (see also Competitive examination for recruitment to the Professional category, section VIII.15 below)

Part-time employment - ST/AI/291/Rev.1

Performance Appraisal System - ST/SGB/1999/18 and ST/AI/2002/3

Placement and promotion - ST/SGB/267 and ST/AI/2006/3

Policies for obtaining the services of individuals on behalf of the Organization - ST/SGB/177
- Consultants and individual contractors - ST/AI/1999/7 and Amend.1
- Consultants and participants in advisory meetings - ST/AI/296 and Amend.1
- Institutional or corporate contractors - ST/AI/327
- Technical cooperation personnel and Operational, Executive and Administrative Services officers - ST/AI/297 and Add.1
- Temporary staff and individual contractors - ST/AI/295 and Amend.1 (see also Use of "when actually employed" contracts below)

Policies to achieve gender equality in the United Nations - ST/SGB/282, ST/SGB/2008/12 and ST/AI/1999/9

Prevention of workplace harassment, sexual harassment and abuse of authority – ST/SGB/2005/20

Promotion policy and review: see Placement and promotion above

Recruitment procedures for Professional staff – ST/AI/2006/3

Retention in service beyond the mandatory age of separation and employment of retirees – ST/AI/2003/8 and Amend.1

Senior Review Group - ST/SGB/2005/4 and ST/SGB/208/10

Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills - ST/AI/2000/1 (as amended by ST/AI/2003/1)

Special measures for the achievement of gender equality - ST/AI/1999/9, ST/SGB/282 and ST/SGB/2008/12

Special post allowance - ST/AI/1999/17 and Amend.1
- Special post allowance for field mission staff – ST/AI/2003/3

Staff selection system - ST/SGB/2002/5 and ST/AI/2006/3

Suspension of the granting of permanent and probationary appointments - ST/SGB/280 and Amend.1

Technical cooperation personnel and Operational, Executive and Administrative Services officers - ST/SGB/177 and ST/AI/297 and Add.1

Temporary staff and individual contractors - ST/SGB/177 and ST/AI/295 and Amend.1

Termination of appointment for reasons of health - ST/AI/1999/16

Termination of permanent appointment for unsatisfactory services: Procedure to be followed - ST/AI/222

Use of "when actually employed" contracts for special representatives, envoys and other special high-level positions - ST/SGB/283

5. Attendance, leave and working hours

Abandonment of post - ST/AI/400 (as amended by ST/AI/2005/5)

Breastfeeding, policy on: ST/SGB/2003/14

Certification of sick leave: see sick leave and Recording of attendance and leave below

Family leave, maternity leave and paternity leave - ST/AI/2005/2

Home leave: change of place of home leave and change of country of home leave - ST/AI/367 and Amend.1

Introduction of staggered working hours - ST/AI/408

Jury duty: see Recording of attendance and leave below

Occasional recuperation break - ST/AI/2000/21 (as amended by ST/AI/2004/6 and Corr.1)

Recording of attendance and leave - ST/AI/1999/13 (as amended by ST/AI/2005/1)

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310 and ST/AI/387

Release of staff members in bad weather or other conditions: see Recording of attendance and leave above

Sabbatical leave programme - ST/AI/2000/4

Sick leave – ST/AI/2005/3 and Amend.1

Upgrading of substantive and technical skills - ST/AI/1997/4 and ST/SGB/1998/6

Working hours: Introduction of staggered working hours at Headquarters - ST/AI/408
- Flexible working arrangements - ST/SGB/2003/4

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151, ST/AI/234/Rev.1 and Amend.1 and ST/AI/1999/1

Authority of the United Nations Population Fund in matters relating to human resources – ST/SGB/2004/10

Delegation of authority under the Financial Regulations and Rules - ST/SGB/2003/7, ST/AI/2004/1 and ST/SGB/2005/7

Designation of staff members performing significant functions in the management of financial, human and physical resources - ST/SGB/2005/7

7. Duties and obligations

Acceptance of pro bono goods and services (Guidelines) – ST/SGB/2006/5

Assignment to and return from mission detail: Policy governing - ST/SGB/277 and ST/AI/404 (see also section X below)

Basic rights and duties of United Nations staff members: Status - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties of officials other than Secretariat officials and experts on mission - ST/SGB/2002/9

Family and child support obligations of staff members - ST/SGB/1999/4 and ST/AI/2000/12

Financial disclosure and declaration of interest statements - ST/SGB/2006/6

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Gifts: see Preservation and disposition of gifts and historical items below

Integrity awareness initiative – ST/SGB/2005/17

Obligations of staff members - ST/SGB/1999/4, ST/AI/2000/12 and ST/SGB/2006/6

Outside activities - ST/AI/2000/13

Post-employment restrictions – ST/SGB/2006/15

Preservation and disposition of gifts and historical items - ST/SGB/136

Private legal obligations of staff members - ST/AI/2000/12 (see also Obligations of staff members above)

Prohibition of discrimination, harassment, including sexual harassment, and abuse of authority - ST/SGB/2008/5 and ST/SGB/2008/14

Protection against retaliation for reporting misconduct and for cooperating with duly authorized audits or investigations – ST/SGB/2005/21

Rectification of date of birth or of other personal data: Request for - ST/AI/354

Reporting of inappropriate use of United Nations resources and proposals for improvement of programme delivery - ST/AI/397 and ST/SGB/273 (para. 18)

Special measures for protection from sexual exploitation and sexual abuse – ST/SGB/2003/13

Status, basic rights and duties of United Nations staff members - ST/SGB/2002/13
- Regulations governing the status, basic rights and duties of officials other than Secretariat officials and experts on mission - ST/SGB/2002/9

8. Job classification system

System for the classification of posts - ST/AI/1998/9 and Corr.1 (English only)

9. General

Annual inspection of official status file - ST/AI/108 (see also Official status files below)

Bookshop service for staff members: United Nations - ST/AI/244/Rev.1

Breastfeeding, policy on – ST/SGB/2003/14

Currency and modalities of payment of salaries and allowances - ST/AI/2001/1

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292 (see also Official status files below)

Financial responsibility of staff members for gross negligence – ST/AI/2004/3

Guidelines for the acceptance of pro bono goods and services – ST/SGB/2006/5

Integrated Management Information System: definition of responsibility for the implementation and operation of the system and terms of reference of the Steering Committee - ST/SGB/276

International civil service: security, safety and independence of the - ST/SGB/198
- Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Laissez-passer - ST/AI/155/Rev.2 and Amend.1 (para. 5)

Official hospitality - ST/AI/2002/8 and Amend.1

Official status files - ST/AI/108 and ST/AI/292

Performance Appraisal System - ST/SGB/1999/18, and ST/AI/2002/3

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Personnel record cards: Maintenance of - ST/AI/105

Post-employment restrictions – ST/SGB/2006/15

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